

Federal Executive Board Greater Los Angeles

Training
July 2005

is pleased to sponsor three of Jae Limited's professional development courses to be conducted at the:

Federal Building, 501 W. Ocean Blvd., Room 3400, Long Beach, CA

SIMPLY GRAMMAR

21-22 July 2005

8:30-3:30

Overview: Have you experienced the embarrassment of having your grammar corrected; would you like to correct other people's grammar; and finally, would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here's an intensive course focusing on grammar, punctuation and wordiness.



This course demystifies grammar by outlining "must-know" grammar rules no professional can do without. Other topics include: making your communications "lean and mean," avoiding sexism in your writing and speaking, limiting adjectives for more powerful communications and avoiding the glaring "singular or plural" errors most people make. The theme of the course is how to make both your verbal and written communications easily understood. Be a take charge communicator. Lose your anxiety over writing and grammar! And best of all, you'll take home a valuable, college text desk reference.

In just two days, you'll be able to:

- ✓ Avoid common mistakes in grammar
- ✓ Use punctuation correctly
- ✓ Polish your writing by avoiding offensive mistakes
- ✓ Use correct verbs and "tricky" pronouns
- ✓ Avoid duplication in your writing
- ✓ Correct other's grammar

WRITE 2 THE POINT!

25-26 July 2005

8:30-3:30

Overview: More energy is wasted on worthless writing - in both creating and reviewing it - than just about any other business activity. Fortunately, good writing can be easy with this course that lays the foundation for writing more precise and direct correspondence, documents, reports, etc. The theme of the course is how to make your written communications straight-forward, credible and easily understood.



Stressing clarity, conciseness and good organization in correspondence, this course is lively, informative and practices what it preaches. The manual, a useful guide of full of key writing points, makes correct structure easy and painless.

In just two days, you'll be able to:

- ✓ Become a faster, more competent writer
- ✓ Write dynamic products using powerful words
- ✓ Critique and edit the work of others
- ✓ Overcome writer's block
- ✓ Capture your reader's attention
- ✓ Develop on-target paragraphs

REGISTRATION DETAILS ON THE NEXT PAGE.



Overview: Your resume is of critical interest to qualification panels and selecting officials, and thus it's critically important to you and your career. A professional resume can help get you an interview. You need to present your best qualities and accomplishments in writing to achieve your goal. Resumes are the selecting officials' most important source of information on you. Often a supervisor's first impression of you is developed through a resume review.

This workshop helps you write a clear, concise and comprehensive resume that conveys your qualifications with maximum effectiveness. And it shows you how to prepare for a top-notch interview by using proven guidelines. You'll receive a 50-page reference manual with valuable tips, checklists and log entry space to track your progress.

In just one day, you'll be able to:

- ✓ Organize your capabilities to depict your best professional posture.
- ✓ Begin to write a comprehensive resume maximizing your competitiveness.
- ✓ Prepare for and know how to perform a sensational interview.



REGISTRATION

\$229 each for 3 or more - \$249 for single enrollments for Simply Grammar.

Register _____ individual(s) at \$ _____ each for a total of \$ _____ on 21-22 July.

\$229 each for 3 or more - \$249 for single enrollments for Write 2 the Point!

Register _____ individual(s) at \$ _____ each for a total of \$ _____ on 25-26 July.

\$149 each for 3 or more-\$169 for single enrollments for Resume Writing and Interviewing Skills.

Register _____ individual(s) at \$ _____ each for a total of \$ _____ on 27 July.

Name _____ Phone _____ Fax _____ E-mail _____

Name _____ Phone _____ Fax _____ E-mail _____

Name _____ Phone _____ Fax _____ E-mail _____

Address _____

Organization

Street

City

State

Zip

Pay by credit card, purchase order, SF182, DD Form 1556 or check for \$_____ (Payable to Jae Limited) to confirm reservations. Cancellations must be received two weeks before class. Substitutions may be made up until class start.

Call, fax or e-mail registration: Jae Limited, PO Box 59909, Potomac, MD 20859
301.948.7636 fax 301.990.6581 e-mail: joanw@jaelimited.com



Go to our website for more course details: www.jaelimited.com

Call 301.948.7636 for details on sponsoring a class for your group.